

**1. CONSULTANT SUBMITTAL REQUIREMENTS****A. Quality Assurance/Quality Control**

Quality assurance and quality control must be consciously considered throughout all design and construction phases of each project. Completeness and thoroughness of the work at each design phase will be critically reviewed and acceptance delayed until requirements are met.

During construction, consultants will be expected to continue the process working with the contractors. Generally, materials and equipment of the highest quality will have been specified, hence substitution of anything less will be unacceptable. The other factor is workmanship. Installation details and workmanship must be of the highest quality. This must be impressed upon all participants in the construction project at the onset and followed with intensity throughout the construction process. Everyone must understand that the long-term cost of running and maintaining City facilities depends on each person accepting full responsibility for the quality of their own work.

B. Prime Consultant

One of the principle roles of the prime consultant is to take charge of overall project coordination. Accordingly, the prime consultant must take responsibility for schedules, costs, sub-consultants, permit submittal, and all aspects of project management; and final contract documents must give clear evidence that such has been the case. The City will require that the prime consultant develop and use a project coordination and plan checking program that includes all disciplines, i.e., multi-check.

The contractual direction to the consultant will come from the City's Project Manager. The consultant shall confirm any perceived change in project direction or scope with City's Project Manager prior to proceeding with each new direction. In issues of technical design and Submittal approvals, the Project Manager will have primary responsibility. The Project Manager will have the responsibility to assure all issues and concerns raised by the City staff have been satisfactorily resolved. The Project Manager will also be responsible for assuring that all interested parties are involved as needed in the project discussions and reviews.

C. Sub-Consultants

Sub-consultants must also bear considerable responsibility for design coordination. As facilities become more complex, the work of the sub-consultants generally requires more space. That space must be thoroughly defined and properly incorporated into the building. The space required is not only to house the equipment but also must provide for convenient operation, maintenance and repair over the years to follow. Each consultant is responsible for coordination of documents with all other disciplines with which their work is to be integrated.

D. Contract Documents

Whereas the City will review contract documents for overall completeness and compliance with the functional program and City standards, due to staffing limitations this is not intended to be the comprehensive plan checking/coordination process. The prime contractor shall check the plans and coordination before submission to the City for review. Documents that are incomplete or poorly coordinated will be returned to the consultants until they are deemed ready for review by City staff.



Each of the consultants, sub-consultants, etc., must include in their working drawings a site drawing identifying work germane to their part of the contract, including appropriate details. The prime consultant must prepare two specific site drawings in addition to all others. One must be the demolition drawing for the site that shows all site features (general construction, mechanical, electrical, utilities, irrigation, lighting, paths, roads, curbs, etc.), that occupy the site with appropriate notations for removal, retention, protection - whatever the disposition may be. The other must be a drawing that shows the finished site including the existing to remain and the new work to be done by all contractors and sub-contractors on the site - even though this may represent some duplication of other drawings. This drawing must specifically identify the precise location and routing for all site features and the relative coordination. Details unique to the installation, which do not affect location coordination, need not be included herein. In order to appreciate the true impact of various installations, all must be shown to true scale (by line thickness or double-line as appropriate).

The City is attempting to standardize specifications for fire alarm systems, temperature regulation systems, and central supervisory control requirements and many of these systems have City "master" specifications. The consultant shall ascertain which are applicable to the project, request them from the project Manager, and review and modify as necessary. Where applicable, they may be copied verbatim into the contract documents. Therefore, any changes to the written specifications must be carefully reviewed with City staff and written approval gained prior to inclusion in project specifications.

E. Contract (Contractor) Management

Construction contract management, unless stipulated otherwise by contract, is the responsibility of the prime consultant. This includes schedule, costs, conformance to drawings change orders, specifications, submittals, compliance with codes, tests, quality (workmanship), commissioning, final review and acceptance and warranty. Correction of shoddy workmanship cannot be deferred until the final punch list is prepared - it must be actively pursued throughout the construction period - starting at the pre-construction conferences. It is particularly important to review portions of the work that may be covered up or otherwise made difficult and costly to correct by subsequent work.

All consultants must take full responsibility for monitoring their portion of the contractor's work and assure that the completed project reflects favorably upon all trades and design disciplines.

One of the most important early steps in the construction process is review of submittals. Consequently, submittal requirements must be clearly identified in the contract documents. In order to be as consistent as possible and not over-look important areas. This listing is fairly general and categorical. Actual submittal requirements should be quite component-specific within these categories.

2. GUIDELINES FOR DETERMINING ARCHITECT/ENGINEERING FEES FOR BUDGETING PURPOSES

A. Table and Manual Calculations for buildings based on MACC:

See the following web site: <http://www.ofm.wa.gov/ae/aecontents1.htm>

End of Appendix 1 - F